

# SIKKIM



## GOVERNMENT

## GAZETTE

**EXTRAORDINARY  
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**GOVERNMENT OF SIKKIM  
RURAL DEVELOPMENT DEPARTMENT  
GANGTOK**

No: 09/RDD

Date: 23.01.2020

### NOTIFICATION

Whereas, the Government of India has launched the Jal Jeevan Mission under the Ministry of Jal Shakti and its Operational Guidelines has been published in the website of the Ministry on 1<sup>st</sup> January 2020. In order to facilitate the implementation of the Jal Jeevan Mission, in accordance with the Operational Guidelines of the Jal Jeevan Mission, it has become necessary to set up the State level Implementation Bodies. A State Water and Sanitation Mission (SWSM) has already been established as a Registered Society under the Law Department vide Reg No 1902 dated 11<sup>th</sup> May 2010. The Apex Committee for SWSM, Executive Committee for SWSM, District Water and Sanitation Committee (DWSC), Village Water and Sanitation Committee (VWSC) have been notified earlier for the National Rural Drinking Water Programme. Therefore, the State Government is pleased to notify the following in due amendment of the earlier notifications issued on the subject matter:

#### **F. APEX COMMITTEE**

The **Apex Committee** for implementation of Jal Jeevan Mission shall be as follows:

1. Chief Secretary, Government of Sikkim - **Chairman**
2. Additional Chief Secretary Education Department, Govt of Sikkim-**Member**
3. Additional Chief Secretary Finance Department, Govt of Sikkim-**Member**
4. Additional Chief Secretary Planning & Development Department, Govt of Sikkim- **Member**
5. Principal Secretary Forest Department, Govt of Sikkim-**Member**
6. Pr. Secretary R.D.D. Govt of Sikkim - **Member Secretary cum Mission Director SWSM**
7. Principal Secretary Health Department, Govt of Sikkim-**Member**
8. Representative from Department/ Mission, Ministry of Jal Shakti, Govt of India-**Member**
9. Secretary PHED, Govt of Sikkim-**Member**

10. S Secretary IPR, Govt of Sikkim-**Member**

11. Director (In Charge) NIC (Sikkim), Govt of India- **Member**

The function and Terms of reference TOR of the Apex Committee shall be:

- i.) to provide policy guidance and will be for the overall planning, strategizing, and implementation of JJM in the State;
- ii.) responsible for finalization of State Action Plan (SAP) to provide FHTC to every rural household of the State by 2024;
- iii.) decide charges for providing FHTC to rural household;
- iv.) decide water service standards;
- v.) appraisal and in-principle approval of State Action Plan (SAP) after discussion with Department/ National Mission;
- vi.) responsible for financial planning including ensuring timely utilization of fund and no parking of fund;
- vii.) responsible for coordination among various departments and other Agencies for convergence;
- viii.) responsible for devolution of powers empowering GP/ sub-committee of GP for management of in-village infrastructure;
- ix.) devolve powers to DWSM to accord administrative approval of intra-district and in village infrastructure water supply schemes;
- x.) decide modalities for operation of single nodal account;
- xi.) build suitable incentive and disincentive mechanism in the policy to discourage wastage of water as well as to meet recurring on bulk water, distribution network and household level supply;
- xii.) bringing about effective policies & regulations for water use by other sectors, abating water contamination by industries, agricultural practices or mis-management of solid & liquid waste by individual households/ institutions;
- xiii.) to enforce uniform policy for various uses of groundwater within the annual replenishable ground water recharge;
- xiv.) responsible for water allocation;
- xv.) to firm up State policy on engaging dedicated human resource for ensuring water quality testing as well as surveillance using Field Test Kits;
- xvi.) finalize ToR for various contracts especially penal provision for delays and its monitoring;
- xvii.) developing O&M strategy and monthly tariff/ user charges for ensuring financial sustainability of the system/ scheme. To firm up policy on O&M accounts and its operation process by GP and/ or its sub-committee;
- xviii.) to firm up policy on earmarked % of support fund for IEC/ BCC activities;
- xix.) decide action on unauthorized/ unmetered/ unaccounted connections to stop continued loss of water/ revenue.

- xx.) To administer/ manage the SWSM Society already registered with the Law Department, the Member Secretary shall accordingly, revise / amend the Articles of Association and Register the same with the Law Department.
- xxi.) To provide specialized support, SWSM can hire consultants for which fund provided under support activities can be utilized. The existing Water and Sanitation Support Organization (WSSO) will be subsumed under the SWSM. The structure of the mission and human resources will be decided by the State. In addition to public health engineers, the mission will also have officials/ personnel for project management, finance management, IT, IEC, capacity building and training, NGO coordination, etc. Depending on the quantum of work, and size of the State, following is suggested in addition to public health engineers:
  - I.) Director in charge of Strategy and implementation
  - II.) Project manager(s) for technical, financial and monitoring.
  - III.) Coordinator for Implementation Support Agencies (ISAs)
  - IV.) Coordinator for Information, Education and Communication (IEC)
  - V.) Coordinator for Capacity Building and Training
  - VI.) Coordinator for Integrated Management Information System (IMIS)
  - VII.) Coordinator Water Quality Monitoring & Surveillance (WQM&S)
  - VIII.) Hydro-geologist
  - IX.) any other person, as required.

#### **G. EXECUTIVE COMMITTEE**

The **Executive Committee** for implementation of Jal Jeevan Mission shall be as follows:

1. Pr Chief Engineer RDD / Chief Engineer RDD –**Chief Executive Officer**
2. Chief Engineer SW, RDD, Govt of Sikkim- **Member**
3. Chief Engineer NE RDD, Govt of Sikkim- **Member**
4. Chief Engineer PHED, Govt of Sikkim- **Member**
5. Director NIC Sikkim, Govt of India- **Member**
6. Director IT Deptt, Govt of Sikkim- **Member**
7. Director School Education, Education Department Govt of Sikkim- **Member**
8. Director Health Department, Govt of Sikkim- **Member**
9. Director IPR Department, Govt of Sikkim- **Member**
10. Director Panchayat, Govt of Sikkim- **Member**
11. Director SBM/ Sanitation RDD, Govt of Sikkim- **Member**
12. Additional Director Accounts, RDD, Govt of Sikkim- **Member**
13. Representative from NGO, - **Member**
14. Expert in Rural Water Supply, - **Member**
15. Superintending Engineer Planning RDD, Govt of Sikkim- **Member Secretary**

The Executive Committee of SWSM will have the following functions / Terms of reference:

- i.) to support in creation of DWSMs, ensure necessary capacity building, regular monitoring of its functioning; coordinate with DWSMs, collate information, finalize Annual Action Plans (AAPs);
- ii.) monitoring of physical and financial performance and management of the water supply projects;
- iii.) approval for opening a single nodal account and ensure PFMS implementation;
- iv.) prepare and share design of different types of schemes with DWSMs;
- v.) promote/ support innovation, new technology wherever feasible;
- vi.) take up evaluation studies, impact assessment studies, R&D activities;
- vii.) ensure regular updates of JJM physical and financial progress on IMIS and validate the same;
- viii.) decide rate contracts and empanel reputed construction agencies/ vendors through centralized tendering for expeditious implementation;
- ix.) empanel partner NGOs/ VOs/ SHGs as Implementation Support Agencies (ISAs);
- x.) engage third party inspection agencies for inspection of work before payment;
- xi.) finalize State Information, Education and Communication (IEC)/ Behavioural Change Communication (BCC) strategy. Ensure effective utilization of the earmarked support fund for IEC activity;
- xii.) prepare capacity building action plan for personnel at various levels of the mission and monitor its implementation, arrange Training of Trainers (ToTs), IEC material use, etc.;
- xiii.) ensure that Utilization Certificates (UCs), Audited Statement of Accounts (ASA), etc. are submitted to Government of India on time;
- xiv.) sharing of reports, success stories, best practices on IMIS and within State and disseminate through State social media accounts;
- xv.) conduct campaigns across State that are initiated by both Central and State governments;
- xvi.) recognize well performing Districts, Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc., ISAs from time to time and develop policy to encourage them;
- xvii.) create and maintain digital inventory of JJM assets on a GIS platform;
- xviii.) decide on state-specific slogans for introducing JJM, wall paintings based on the number of houses in a village and areas where it will be painted.

In its Annual General Meeting (AGM) following may be decided/ approved by the Executive Committee:

- i.) adoption of account;
- ii.) appointment of auditor for the society from CAG empanelled auditors;
- iii.) performance review of annual plan; and
- iv.) approval of next year annual plan, etc.

## **H. STATE LEVEL SCHEME SANCTIONING COMMITTEE**

The 'State Level Scheme Sanctioning Committee' (SLSSC) for implementation of Jal Jeevan Mission, shall be as follows:

1. Pr. Secretary RDD cum Mission Director SWSM - **Chairman**
2. Secretary Irrigation Department, Govt of Sikkim- **Member**
3. Secretary-PHE Department, Govt of Sikkim
4. Principal Chief Engineer RDD, Govt of Sikkim- **Member-Secretary**
5. Representative from Department/ Mission, Gol- **Member**
6. Director, Regional CGWB office- **Member**
7. Director, Regional Office of Central Water Commission- **Member**
8. Chief Engineer, RDD Govt of Sikkim- **Member**
9. Technical expert from reputed State and/ or national technical institutions
10. Any other member (need based) nominated by the State's Chief Secretary

The SLSSC will have the following functions / Terms of reference:

- i. The Member-Secretary will convene the SLSSC meeting for approval of schemes which are not under the purview of DWSM for sanction, viz. intra/ inter district distribution networks, regional water supply schemes, bulk water transfer through water grids, treatment plants, etc.
- ii. The agenda note for the meeting should be sent to the Department/ National Mission at least 15 days in advance in order to examine the proposal, firm up its views, provide best techno-economic inputs and for the representatives to attend the SLSSC meeting.
- iii. The proposals placed before SLSSC should be invariably reviewed by 'Source Finding Committee' for availability of potable water in adequate quantity in prescribed quality for the scheme design period. The members of Source Finding Committee may be decided by the SWSM.
- iv. The SLSSC shall have full administrative and technical power for implementation of such schemes indicated at (i) under Jal Jeevan Mission.

## **I. DISTRICT WATER AND SANITATION MISSION**

The **District Water and Sanitation Mission** for implementation of Jal Jeevan Mission shall be as follows:

1. District Magistrate/ District Collector of concerned District, Govt of Sikkim- **Chairman / CEO**
2. District Planning Officer (ZP), RDD Govt of Sikkim of concerned District - **Member Secretary**
3. Addl Dist Collector Dev, RDD, Govt of Sikkim of concerned District- **Member**
4. Superintending Engineer Zilla, Govt of Sikkim of concerned District- **Member**

5. DFO (T), Forest Department, Govt of Sikkim of concerned District- **Member**
6. DIO IPR Department, Govt of Sikkim of concerned District- **Member**
7. Welfare Officer, Social Welfare Department, Govt of Sikkim of concerned District- **Member**
8. Jt Director Education, Education Department, Govt of Sikkim of concerned District- **Member**
9. Chief Medical Officer, Health Department, Govt of Sikkim of concerned District- **Member**
10. Divisional Engineer PHED, Govt of Sikkim of concerned District- **Member**
11. District Information Officer NIC, Govt of India of concerned District- **Member**
12. Jt Director Agriculture, Agriculture Department, Govt of Sikkim of concerned District- **Member**
13. Divisional Engineer Irrigation Department, Govt of Sikkim of concerned District- **Member**
14. Divisional Engineer ZP, Govt of Sikkim of concerned District- **Member**

The Terms of Reference and functions of DWSM will be as follows:

- i.) ensure preparation of VAP after taking stock of each village for FHTCs;
- ii.) finalize a District Action Plan (DAP) to provide FHTC to every rural household by 2024;
- iii.) provide administrative approval of in-village water supply schemes/ projects at district level as per the powers devolved by SWSM;
- iv.) ensure availability of funds for source sustainability works and greywater management in villages through convergence and projects may be cleared only if these components are part of DPR;
- v.) identify villages requiring ISA support, engage ISAs from empanelled list and monitor their performance;
- vi.) provide necessary directions given to PHED/ RWS Department for active participation in VAP and initiate techno-economic feasibility, preparation of DPRs in consultation with Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc.;
- vii.) approve the Village Action Plans (VAPs) that would contain the estimate for in-village infrastructure viz. retrofitting or new scheme and its implementation timeline;
- viii.) finalize unit type designs and approve cost estimates finalized by SWSM or PHED/ RWS Department, ISA, Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc.
- ix.) ensure availability of agency from the empanelled list based on the annual projected requirement emerging from VAPs and award work;
- x.) engage 3rd party agency for inspection of work before payment to the agency;
- xi.) help in formation of sub-committee of Gram Panchayats, i.e. VWSCs/ Paani Samitis/ User Groups, etc. and handhold to ensure scheme implementation;
- xii.) coordinate with Gram Panchayat and/ or its subcommittee, i.e. VWSC/ Paani Samiti/ User Group, etc., collate information, prepare District Action Plan (DAP) and submit to SWSM;

- xiii.) converge with PMKVK to create a pool of skilled human resource to be engaged by Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. for creating in-village infrastructure under JJM. The payment towards the same maybe met out of support funds;
- xiv.) ensure regular updates of JJM physical and financial progress on IMIS and validate the same;
- xv.) monitor and evaluate physical and financial performance;
- xvi.) facilitate deployment of NGO/ VO/ CBO partners as Implementation Support Agencies (ISAs);
- xvii.) implement IEC/ BCC strategy and ensure effective utilization of the earmarked support fund for the same;
- xviii.) identify individuals to be trained as master trainers at State level who will in-turn build capacities of Gram Panchayat and/ or its subcommittee, i.e. VWSC/ Paani Samiti/ User Group, etc.;
- xix.) upload FHTCs on IMIS after receipt of commissioning certificate from Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc.;
- xx.) approve and share reports, success stories, best practices on JJM IMIS and within district;
- xxi.) conduct all campaigns with respect to JJM initiated by both Central and State governments;
- xxii.) recognize well-performing Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/User Group, etc. and ISAs from time-time;
- xxiii.) analyze data on health indicators, water-borne diseases, etc. for corrective action;
- xxiv.) arrange exposure visits for Gram Panchayat and/ or its sub-committee, i.e. VWSC/ Paani Samiti/ User Group, etc. functionaries, wherever required;
- xxv.) ensure state-specific slogans are wall painted in prescribed format across villages as part of JJM introductory programme;
- xxvi.) step-in in times of calamities like drought/ flood;
- xxvii.) grievance redressal;
- xxviii.) ensuring that all information is placed on IMIS.

To support the DWSM, depending on the quantum of work, size of district, following Human Resource is suggested:

- i.) Project manager(s) for technical, financial and monitoring
- ii.) Coordinator for ISAs
- iii.) Coordinator for IEC
- iv.) Coordinator for capacity building and training
- v.) Coordinator for MIS
- vi.) Coordinator for WQM&S

The remuneration towards the above technical/subject matter experts, if hired on contract basis, will be met from overall support activity fund of the District.

**J. VILLAGE WATER AND SANITATION COMMITTEE**

The **Village Water and Sanitation Committee** for implementation of Jal Jeevan Mission shall be as follows:

1. Panchayat President of the respective GPU- **Chairman**
2. VAA, RDD, Govt of Sikkim of the respective GPU- **Member Secretary**
3. All Ward members of the respective GPU- **Members**
4. Junior Engineer, RDD Govt of Sikkim of the respective BAC- **Member**
5. PDA, RDD Govt of Sikkim of the respective BAC- **Member**
6. ASHA of the respective GPU- **Member**
7. Retired Govt Employee residing in the respective GPU- **Member**
8. Lady representative from SHG/NGO/CBO/BNV of the respective GPU- **Member**
9. Representative from SHG/NGO/CBO/BNV of the respective GPU- **Member**
10. Representative from ST community of the respective GPU- **Member**
11. Representative from the SC Community of the respective GPU- **Member**
12. Lady member from the water user group / community of the respective GPU- **Member**

The VWSC shall have the following terms of Reference and will discharge the following functions:

- i.) provide FHTC to every existing rural HH and any new HH that may emerge in future, and ensure that scattered households located away from main settlements also get FHTCs;
- ii.) ensure preparation of Village Action Plan (VAP) for water supply scheme;
- iii.) plan, design, implement, operate and maintain the in-village water supply schemes and decide seasonal supply hours;
- iv.) procure construction services/ goods/ materials from agencies/ vendors as finalized by SWSM through centralized item rate tendering;
- v.) mobilize and motivate the community to contribute 5% or 10% of in-village infrastructure capital expenditure, as the case may be. The contribution may be in the form of cash and/ or kind and/ or labour;
- vi.) supervise construction of in-village infrastructure including source sustainability, greywater reuse, water conservation measures, etc.;
- vii.) open bank account/ use existing account of GP for community contribution and depositing O&M service charge. In case an existing account is being used, it should be ensured that a separate ledger is to be maintained for contribution and incentive;
- viii.) create and maintain register for accounts which should reflect community contribution in terms of cash and/ or kind and/ or labour; costs towards construction; O&M costs/ water tariff collection and incentive received;



- ix.) mobilize community for PRA activities;
- x.) firm up and collect water tariff/ user charges;
- xi.) will be responsible for management and regular O&M of in-village water supply system including local water sources;
- xii.) record drinking water asset details in GP/ village asset register;
- xiii.) facilitate trials runs on scheme completion;
- xiv.) facilitate third party inspection and functionality assessment;
- xv.) hold periodic meetings at least four times in a year and maintain minutes/ record of the same;
- xvi.) ensure water quality testing using Field Test Kits (FTKs), periodic testing at laboratories & disseminate the same among community and undertake sanitary inspection. Engage/ train rural youth/ students/ women to carry out these activities;
- xvii.) may engage a dedicated person to ensure water quality test using FTKs, as per the respective State policy;
- xviii.) undertake social audit;
- xix.) conduct awareness campaigns on judicious use of water, come up with mechanisms to ensure no misuse of water and ensure prescribed IEC campaigns including wall-paintings, etc.
- xx.) hire/ arrange pump operator, barefoot technician, attend regular repair and maintenance work, and operate the system.
- xxi.) shall conduct Gram Sabha through the Block Development Officer for obtaining resolution of Community for (a) commitment for accepting the JJM Guidelines for the Water Supply Scheme (b) commitment of 5% of the capital cost by the community and (c) responsibility for operation and maintenance.

**S.C. Gupta, IAS**  
**Chief Secretary**  
**Government of Sikkim**